**SHIELDAIG COMMUNITY ASSOCIATION**

**MINUTES OF MEETING HELD TUESDAY 20TH FEBRUARY 2018**

PRESENT: Sarah Wedgwood, Pauline McNeil, Jim Alexander, Tom Tindall, J Waudby, Ann Barton

APOLOGIES: Nick McNeil, Peter Fenton, Kassie Forder, Kerry Smith

**MINUTES OF LAST MEETING (12th Dec 2017)**

Minutes were approved as accurate record of meeting. One correction – date needed to be changed to December 2017 ACTION - Ann Barton to make changes and then put on village website.

**MATTERS ARISING**

* Church door has been replaced and agreed that a key box would be installed in the shed rather than handing out lots of keys. ACTION – SW to buy a key box and get it installed.
* Roof ladder not been purchased. ACTION - SW to ask Gerry Beard to get one and pass invoice to Jim.
* Shed. Jules & Gerry fitting shelving – thank you. Requires external coat of paint to weather proof – currently water ingress and no damp proof layer on supporting blocks. Sarah phoned company (D Y Fraser), photos taken, J to follow up.
* Village maintenance was discussed – identify which jobs can be done by volunteer effort and those for which payment will be made; possibly with a Highland council grant. ACTION - Jim to walk round the village and make a list up so we can discuss at our next meeting.
* Jim to ask workmen in village disposing of hard-core to drop some at both ends of the village, to fill potholes & fill trench by shed.
* Mention made of involving the school in a village clean up day. ACTION - SW to talk to teacher.

**SUB GROUP REPORTS**

**Community Development Sub-Group** (affordable housing etc.). Notes of a meeting held on 2nd February were tabled and it was agreed that these should be put on the village website. ACTION - SW to send them to Ann. Trustees agreed that a change of purpose to the current Constitution as per recommendations made by the Sub Group should be recommended for adoption at the next AGM. ACTION – SW to liaise with OSCR as there are regulations laid out in the OSCR Guidance that must be adhered to. These changes broaden the charitable purposes of the Community Association in order for it to be eligible to apply for funding under the Government’s Scottish Land Fund and to be more specific in terms of ownership of assets e.g. affordable homes. Sub Group requested that we check public liability insurance to see whether it covers building projects and house ownership. ACTION - Tom and Jim.

**Village Maintenance** – see above and agreed that noticeboard up by the campsite needed replacing, following storm damage. ACTION – Ann to ask for quotes from John Murphy & George Graham.

**Skiff Project** – Sarah reported conversations she had had with various members of Skiff project and outlined the structure of the SCIO, which was meant to accommodate different projects going forward within the village, which met the charitable purpose of the SCIO. The Skiff project clearly did but needed to set up its own Club with bank account, mainly because of insurance. It was agreed that if the Skiff Club wanted to raise further funds it would use the umbrella of the SCIO but that day-to-day expenses would be met out of membership fees. It was agreed that the Skiff Club would organise the breakfast and refreshments up to early lunch time at the next Fete and keep the gross takings as part of their fundraising efforts. They would sort the rota etc. and handover at 1.00 pm – the Community Assoc would fund the food for breakfasts and volunteers do baking as usual.

**Activities** – no activities since last meeting. Fete group planning to start in April.

**PREPARATION FOR ANNUAL GENERAL MEETING**

Discussion about process to support the next AGM. Date agreed Friday 20th April in the evening – suggestion that we do a one pot supper evening similar to fund raising evenings for the village hall kitchen. Active recruitment required. Invitations have to be out in advance - suggested 23rd March.

ACTION – SW and Ann Barton to get together to sort out the process = issuing invitations to members etc. The meeting agreed that we need to engage more people, especially as all 3 key Office Bearers need to be elected this year. SW stepping down as Chair. Role of Secretary is currently vacant. Jim has completed a 3-year term as Treasurer. Trustees agreed, we need to knock on doors and talk to people to explain what we do and why it is important, especially the differences between the Community Council and the Community Association.

Suggestion: office bearers have a second, who is familiar with the role, can take on some of the workload and can replace the office bearer, when their term is completed. This makes for e.g. the role of Secretary easier and less off putting. SW agreed to make up a list and a leaflet that we can use as the basis for conversations. Continue discussion and allocation of jobs at next meeting.

**AOCB**

**Correspondence**

* Jim tabled a letter from OSCR, relating to Keeping Vulnerable Beneficiaries, Volunteers and Staff Safe advising this topic should be on the agenda and that appropriate and proportional reponses/actions should be taken. Meeting agreed that this letter should be circulated for members to read. ACTION – Alan.
* Letter from Crown Estates notifying changes in legislation – ACTION – Jim to circulate weblink to Act.
* Insurance – now payable as a lump sum rather than monthly to Zurich
* Pauline questioned the final bill for the door as it differed from the quote by £200.
* Toilet – Gerry getting 2 quotes for replacing the roof. Toilets still closed and the visitor season is fast approaching. It was felt that we should do the repairs, rather than risk an excuse for HC to permanently close them.

Date of Next Meeting : 27th March 7.00 pm